

## Idaho State Department of Education

### Final Performance Report for Federal Sub-Grant Awardees: Idaho Charter School Support Program 2007-2008

#### Instructions

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Final Performance reports are to be completed by all grant recipients in the third year of the Idaho Charter Schools Support Program Grant cycle. The performance report should demonstrate whether substantial progress has been made toward meeting the goals outlined in the original grant application. Reports should provide quantitative and/or qualitative data that demonstrates progress made toward meeting project objectives. For consistency of reporting, please use the following guidelines and attached templates.

**Part 1: Cover Sheet** – Complete all sections on template.

**Part 2: Executive Summary** – Limit executive summary to 2-3 pages.

**Part 3: Status of Project**

- Report status with regard to meeting each of the goals/objectives listed in the original grant application/RFP.
- Provide quantitative and/or qualitative data that demonstrates actual progress. When reporting on performance measures, include the targets that were established in the approved grant and amended in continuation reports.
- Explain why any goals/objectives were not attained or why scheduled activities were not implemented.
- Provide any other appropriate information about the status of the project including any unanticipated outcomes or benefits.

**Part 4: Required Data Elements for Final Performance Reports**

The following core data is required in each Final Performance Report. As each charter school is a unique entity, build upon the framework in a way that gives the most comprehensive picture of the school.

1. **School mission statement**
2. **Authorizer information:** Give all relevant information about the authorizer (name of authorizer, authorizer liaison, authorizer contact information, description of authorizer accountability initiatives or reports, and any comments on authorizer relationship with the charter school).
3. **Governance:** Include information on board election dates, current board member names and contact information, board member positions and what group they represent (i.e. teachers, parents, community, etc.) and board attendance data. Also include changes in the board during the reporting year and comments regarding board changes.
4. **Teaching staff information:** Include total number of staff, staff to student ratios, and teacher turnover rates. What is the class size by program or grade level?
5. **Program successes and best practices:** Describe in detail any activities listed as program successes or best practices. Include data that supports each activity and describes it as a program success. What percentage of students intends to enter some form of two or four-year higher education institution? Optional information: Highlight special honors/accomplishments of students.
6. **Program challenges:** Describe any challenges for the school and specific strategies for addressing these challenges. Include data that identifies the program challenge.

7. **Accountability data from reporting school year:** Include data for each project goal listed. The data should contain the type of measurement tools for each goal and all test results. Also include any value-added data that is being used as a measurement of accountability. (This may be covered in part or in full in Part 3: Status of Project.)
8. **Other school accountability measures:** Describe the parent involvement and satisfaction levels and the community support for your school during the reporting year. Include any data that describes parent involvement and satisfaction and community support.
9. **Include a copy of the state report card for your school.**

**Part 5: Budget Expenditure and Narrative Summary 2007-2008**

- Complete the Budget Expenditure Summary Form for the three-year grant period.
- Detail actual expenditures for the entire grant period. The narrative must include: 1) a description of project expenses (i.e. 20 science curriculum kits for grades 7-8 for \$980; 2) the IFARMS category for each purchase; 3) a description of how expenditures assisted the school in achieving the goals articulated in the original grant application.
- Provide an explanation for any non-expended sub grant funds.

**Submit completed Final Performance Reports to:**

Shirley A. Rau, School Choice Coordinator  
Idaho Department of Education  
P.O. Box 83720  
Boise, Idaho 83720-0027

**All reports are due on or before July 30, 2008.**

**Submit a copy of the Final Performance Report to charter school authorizer.**

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**Part 1: Cover Sheet**

<b>School Name:</b>	<b>Grant Project Director:</b>
<b>School Address:</b>	<b>Name:</b> _____
	<b>Title:</b> _____
	<b>Phone:</b> _____
	<b>Email:</b> _____
	<b>Fax:</b> _____
<b>Authorized Chartering Entity:</b>	

Budget Expenditures:	Reporting Period (mm/dd/yyyy)	Federal Grant Funds
a. Year One (not to exceed 18 months)		
b. Year Two (12 months)		
c. Year Three (12 months)		
d. Project Total		

<b>Authorized Representative Information:</b>	
To the best of my knowledge, all data in this performance report are true and correct.	
Name (typed or printed) _____	
Email Address _____	
Phone _____	Fax _____
Signature _____	Date _____

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**Part 2: Executive Summary**

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*(The Executive Summary for Final Performance Reports is limited to 2-3 pages.)*

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**Part 3: Status of Project**

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*(Use as many pages as necessary.)*

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**Part 4: Required Data Elements for Annual Reports**

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*(Include all core data elements outlined in the instructions; build upon the framework in a way that provides a comprehensive picture of the school.)*

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**Part 5: Budget Expenditures and Narrative Summary**

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*(Detail actual expenditures for the entire grant period.)*

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**Budget Expenditure Summary Form 2007-2008**

*This Budget Summary Form is for Charter Schools participating in Title V, Part B, of the Elementary and Secondary Education Act of 1965, as amended, under the authority of the Idaho Department of Education, CFDA 84.282A*

Name of Charter School:		PROJECT PERIOD ONE		PROJECT PERIOD TWO		PROJECT PERIOD THREE	
IFARMS Obj. Code	Description	Budget	Actual	Budget	Actual	Budget	Actual
100	Salaries (paid as stipends for duties outside contracted duties)						
200	Employee Benefits (benefits accompanying the stipends)						
300	Purchased Services						
400	Supplies and Materials						
500	Capital Objects						
<b>Project Totals</b>							

*Federal law prohibits discrimination on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status in any educational programs or activities receiving federal financial assistance. (Title VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.) It is the policy of the Idaho State Department of Education not to discriminate in any educational programs or activities or in employment practices. Inquiries regarding compliance with this nondiscriminatory policy may be directed to State Superintendent of Public Instruction, PO Box 83720, Boise, Idaho 83720-0027, (208) 332-6800, or the Director, Office of Civil Rights, Seattle Office, U.S. Department of Education, 915 Second Avenue, Seattle WA 98174-1099, Telephone: (206) 220-7900; FAX (206) 220-7887, TDD: (206) 220-7907; Email: [OCR\\_Seattle@ed.gov](mailto:OCR_Seattle@ed.gov).*